



Job Seeking Skills Training Workbook

Nebraska VR

Introduction to Job Seeking Skills Workshop

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Introduction to Job Seeking Skills Workshop



Thank you for participating in Job Seeking Skills Training. It is the first step in getting ready to begin your job search. You will learn the basics of how to find, apply for, and interview for a job. We believe that once you understand these basic elements and with practice, you will in time become successfully employed.

We will begin by helping you identify where to find job openings. You will learn that most job openings never reach the newspaper want ads. Instead they are found through networking and cold calling.

Employers tell us you need to have a quality application. This includes accurately listing your skills, job history and personal information. You will learn how to tailor your application to the specific job and employer you want. A quality application, will lead you to the next step, the interview.

Attending an interview can be nerve wracking since we are never sure what questions will be asked. We will help you prepare for your interview by reviewing commonly asked questions and helping you formulate good answers. We will even tackle those tough questions centering on background checks, gaps in employment history and your disability.

When you have completed Job Seeking Skills Training, you will be ready to work with your placement staff in finding and keeping the job you want.

**Welcome,
let's get started!**

How and Where to Find a Job

Job Search Tips

- Use the hidden job market
- Network often
- Research company
- Find out the hiring process
- Get the name of the hiring decision maker
- Get a job description
- Match your skills to the position
- Submit applications
- Be prepared to make good impression

Hidden Job Market

- Networking
- Referral from other people who are working
- Employer networking event
- Staffing agencies

Stay Organized

- Create a weekly schedule
- Commit to your job search daily
- Keep a list of prospective employers
- Maintain your Weekly Job Search Record

First Impressions

So much of the successful job search depends on the impression one makes in the **first few seconds**. Remember whether you are picking up or returning an application, inquiring about an opening or going for an interview; your appearance, attitude and preparedness matters!

Remember that you will never have a second chance to make a first impression.

Create a Good Impression

- Project confidence with good posture
- Be enthusiastic and energetic
- Dress professionally
- Develop a firm handshake

Begin Building Rapport Immediately

- Use positive non-verbal cues (smile, lean forward, make eye contact, use pleasant voice)
- Ask questions
- Stay focused

- Use the name of the person to whom you are speaking
- Listen actively

Appearance Tips

- Dress one level above what is worn on the job
- Proper grooming and hygiene
- Be conscious of accessories, tattoos, cigarette smoke, and cologne

Technology Tips

- Record a professional message
- Advise anyone who may answer your phone to take a message and be polite
- Use a professional email address
- Check your email/voicemail often for employer response
- Ensure email/voicemail aren't full

A Few Suggestions

- Never talk negatively about a former employer or co-worker, or even in general conversation (i.e. weather, sports, etc.)
- Try to avoid nervous phrases such as, "you know," "uh" and others; **it's okay to take a moment to think about a question**
- Keep to the point. Respond to the question and, if possible, demonstrate with an example; but know when enough has been said. Although it is important to be confident, do not attempt to take over the interview by talking too much
- Don't exaggerate or contradict yourself- stick to the facts
- If you have a contact within the organization, it is acceptable to mention this, but do not dwell on it

A Last-Minute Checklist

Good Personal Hygiene

- ☐ Dress one step better than what is expected for the position
- ☐ Get a good night's sleep
- ☐ Take a shower
- ☐ Shampoo your hair
- ☐ Shave
- ☐ Brush your teeth
- ☐ Use mouthwash
- ☐ Use deodorant
- ☐ Comb your hair
- ☐ Clean and trim your nails
- ☐ Wear clean, freshly pressed clothes
- ☐ Shine your shoes

Appropriate dress

- ☐ Wear the proper clothes, shoes and accessories
- ☐ Wear conservative colors
- ☐ No slogans, advertising, or religious symbols on clothing
- ☐ Eliminate excessive jewelry and make-up

- ☐ Eliminate perfumes or colognes
- ☐ Avoid the odor of cigarette/cigar smoke
- ☐ Cover tattoos and remove piercings as appropriate

Arrival

- ☐ Bring two forms of current ID (one must be a picture ID), your social security card, and bank account information
- ☐ Bring money for gas, parking, and public transportation
- ☐ Be prepared with your resume, a notebook, and a pen
- ☐ Write the manager's name, department, address, and phone number in the notebook or ask for a business card
- ☐ Bring the Job Facts Guide
- ☐ Plan to arrive 10 minutes before the interview begins
- ☐ Shut cell phone off
- ☐ Be courteous, if you are going to be late call the manager ahead of time and see if you could reschedule



Organize Your Job Search

Networking:

You can use this networking section to assist in brainstorming ideas of individuals who could possibly help you find employment.

Relatives, Friends and Neighbors Who are Working:

People with Whom You Do Business:

Department of Labor or Staffing Agencies:

Social Networking Sites (Facebook, Twitter, etc):

Businesses Where I Want to Work:

Bulletin Boards Listing Leads:

Career Fairs:

Yellow Pages:

Weekly Job Search Record:

Contact Date:	Contact Person:
Employer:	Address:
Phone:	Submitted: Application <input type="checkbox"/> Yes <input type="checkbox"/> No Resume <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Work:	Results:
Follow-up Date:	Results:

Contact Date:	Contact Person:
Employer:	Address:
Phone:	Submitted: Application <input type="checkbox"/> Yes <input type="checkbox"/> No Resume <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Work:	Results:
Follow-up Date:	Results:

Contact Date:	Contact Person:
Employer:	Address:
Phone:	Submitted: Application <input type="checkbox"/> Yes <input type="checkbox"/> No Resume <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Work:	Results:
Follow-up Date:	Results:

The Quality Application

Job Application Tips

- Have your job history information organized
- Read application carefully
- Follow instructions
- Use blue or black ink
- Phrase things honestly and positively
- Check spelling and grammar
- Fill in all blanks or mark N/A
- Be cautious about information regarding age or disability status
- Sign the application
- Follow up if you'd like to apply for another position with the same company

Work History

- Have all the information you need on hand
- Be exact with your dates
- Be prepared to explain gaps in employment
- Choose a supervisor who likes you
- List volunteer activities if you have little or no work history
- Be brief on the reason for leavings

Online Application Tips

- Have your information organized before you start (including a .pdf resume)
- Double check what's filled in automatically
- Save your form as you go
- Make sure application is submitted successfully
- Use an appropriate user ID and password and **write them down**

Online Advantages

- Online applications work well in today's market
- They give you an excellent description of the position
- Easier to fix errors and make changes
- Allows good use of your job search time
- Gives you more space for details
- Don't have to worry about handwriting

Online is often the only way to apply for certain positions.

Job Description Statements

Employers will want to know what you've done on each job. Include as much detail as you can so you can paint a good picture of your duties and responsibilities. See pages 27-28 for a list the of action words.

[illegible]

Listing Reasons for Leaving Jobs

Employers will take special note of your reasons for leaving past jobs. They will be watching for indications that you may have had difficulty getting along with others, health problems and for other signs of “trouble.” Take care when you indicate these reasons on an application form as well as while answering questions during an interview.

Avoid Using:

- Fired
- Injury
- Health Problems
- Personal Problems
- Laid Off
- Not Enough Money or Benefits
- Didn't Like Job
- Didn't Like Company
- Didn't Like Boss
- Quit (may appear that you have a bad attitude or don't get along with others)

Use Instead:

- Looking for more responsibility
- Seeking a more challenging position
- Desire a career change
- Unable to meet requirements
- Opportunity to utilize my skills
- There was not enough work
- There was a company-wide lay off
- My job was phased out

Job Advancement: if you went to a job offering more money, better position, more benefits, and/or opportunity for advancement.

Other positive reasons for leaving:

- Moved or relocated
- Care for my family
- School or training
- Seasonal or temporary job
- Second job

Background Checks

A background check may include:

- Credit report
- DMV Record
- School transcripts
- Criminal charges/registries (Sex Offender, Abuse/Neglect)
- Felony and misdemeanor convictions
- Calling past employers
- Web search/social networking sites

Employers will do a criminal background check. Honesty is important in discussing a criminal record. An employer may accept the criminal background but lying will always cause your application to be rejected. If you have a criminal background be prepared for questions concerning the date and type of offense. If you are uncertain about the information needed don't guess! You can do your own background check. Discuss with your VR counselor any questions or concerns you may have prior to an application or interview.

Choosing References

Now is the time to contact your references:

- Identify 3 or 4 people
- All references should know your work habits and job related skills (use a co-worker rather than an HR person)
- Get their contact information
- Be sure to get permission to use someone as a reference and provide them with a copy of your work history
- Maintain contact

See page 16 for an example of a reference page.

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, and will not permit discrimination on the basis of race, color, sex, age, national origin, ancestry, religion, citizenship, veteran status, marital status, sexual orientation or disability. Employment related decisions, such as hiring, promotion, training, and discipline will be made for legitimate business reasons based upon qualifications and other non-discriminatory factors. We further comply with all federal, state, and local laws, rules and regulations pertaining to equal employment opportunity.

PLEASE PRINT

Today's Date: _____

Position(s) Applied for: _____

Desired Salary: _____

Last Name: _____

First: _____

Middle: _____

Address: _____

Email Address: _____

City: _____

State: _____

ZIP Code: _____

Telephone: _____

Social Security Number: _____

Do you have a legal right to work in the US? ☐ Yes ☐ No

Have you been convicted of a crime other than a minor traffic violation? ☐ Yes ☐ No

If yes, please explain: _____

Are you willing to work? Mark all that apply.

☐ Full-time (40 or more hours each week)

☐ Temporary

☐ Evenings

☐ Overnights

☐ Part-time (Less than 40 hours each week)

☐ Weekends

☐ Holidays

☐ Days

What date are you available to start? _____

Mark the days and hours of availability:

Day ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

From

To

Do you have any physical limitations that would prohibit you from performing any of the job functions with or without reasonable accommodations of the position(s) for which you are applying? ☐ Yes ☐ No

If yes, please specify: _____

Do you have any other names by which your records would be found? _____

EDUCATIONAL BACKGROUND:

	School Name	Location	# of Years Completed	Degree/ Diploma	Area of Study
High School					
College					
Other					

SKILLS AND QUALIFICATIONS:

EMPLOYMENT HISTORY: Please provide the following information for your past and current employers, assignments, and volunteer activities, starting with the most recent.

	Dates Employed	Work Performed
Employer	From	
Address	To	
Phone Number(s)	Hourly Rate or Salary	
Job Title	Starting \$	
Supervisor	Ending \$	
Reason for Leaving		

	Dates Employed	Work Performed
Employer	From	
Address	To	
Phone Number(s)	Hourly Rate or Salary	
Job Title	Starting \$	
Supervisor	Ending \$	
Reason for Leaving		

	Dates Employed	Work Performed
Employer	From	
Address	To	
Phone Number(s)	Hourly Rate or Salary	
Job Title	Starting \$	
Supervisor	Ending \$	
Reason for Leaving		

REFERENCES Other than friends or relatives, i.e. business associates.

Name	Address City, State & Zip	Phone	Occupation	Years Known

By signing this application, I declare the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on this application may preclude an offer of employment or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time of misrepresentation or omission is discovered.

Applicant's Signature

Today's Date

Tailoring Your Skills

You be the Hiring Committee

Review the job applications on pages 10-15 and discuss in class each of the candidate's application. Select who you think would best qualify for a job interview.

Now You Try It!

Chose **one** of the following job descriptions to match with your skills. Underline the skills you have and write them on the lines below (as you would list them in the Skills and Qualification section of an application).

Assembly Operator

The selected candidate will be responsible for operating and monitoring the process to verify proper assembly, perform quality inspections, package and label product as required and ability to work in a team environment and communicate with all team members in a professional and productive manner. Past experience in a production setting and basic mechanical aptitude highly desired. Detail oriented and high quality standards required. High school diploma or GED is required.

Custodian

Position Summary: Keep building in clean and orderly condition.

Responsibilities: Clean building floors by sweeping, mopping, scrubbing, and vacuuming. Gather and empty trash. Service, clean, and supply restrooms. Clean windows, glass partitions, and mirrors. Dust furniture, walls, desks, and filing cabinets. Requisition supplies and equipment needed for cleaning and maintenance duties. Other duties as assigned.

Requirements: High School diploma or equivalent. Some experience with office building cleaning. Ability to effectively communicate. Detail oriented. Self motivated. Must be able to lift up to 50 pounds.

Cashier Team Member

Description: Provide fast, fun and friendly checkout service. Resolve guest concerns in a positive, helpful manner. Work as part of a team. Solicit guest credit card registrations.

Requirements: Use excellent guest service skills. Handle money, refunds, and exchanges. Learn new technology. Read labels and other product information. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment.

Office Assistant:

Summary: Performs a variety of general office work including typing, filing, and receptionist duties in a support of a busy nonprofit office.

Minimum Requirements: High School diploma or GED. One (1) year of clerical and/or receptionist experience. Experience talking and transferring telephone calls. Customer service experience. Basic computer and word processing skills. Verbal and written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions. Any equivalent combination of training, education, or experience that meets the minimum requirements.

You be the Hiring Committee Activity

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, and will not permit discrimination on the basis of race, color, sex, age, national origin, ancestry, religion, citizenship, veteran status, marital status, sexual orientation or disability. Employment related decisions, such as hiring, promotion, training, and discipline will be made for legitimate business reasons based upon qualifications and other non-discriminatory factors. We further comply with all federal, state, and local laws, rules and regulations pertaining to equal employment opportunity.

PLEASE PRINT

Today's Date: September 30, 2014

Position(s) Applied for: Maintenance/Housekeeping

Desired Salary: open

Last Name: Carlson

First: Michael

Middle: L.

Address: 819 Peterson Road

Email Address:

City: Omaha

State: NE

ZIP Code: 68104

Telephone: (402) 860-4211

(MC)

Social Security Number: 111-11-111

Do you have a legal right to work in the US? ☒ Yes ☐ No

Have you been convicted of a crime other than a minor traffic violation? ☐ Yes ☒ No

If yes, please explain: N/A

Are you willing to work? Mark all that apply.

☒ Full-time (40 or more hours each week)
☐ Part-time (Less than 40 hours each week)

☐ Temporary
☒ Weekends

☒ Evenings
☐ Holidays

☐ Overnights
☐ Days

What date are you available to start?

Mark the days and hours of availability:

Day	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
From	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>
To	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>

Do you have any physical limitations that would prohibit you from performing any of the job functions with or without reasonable accommodations of the position(s) for which you are applying? ☐ Yes ☒ No

If yes, please specify: NA

Do you have any other names by which your records would be found? NA

EDUCATIONAL BACKGROUND:

	School Name	Location	# of Years Completed	Degree/Diploma	Area of Study
High School	<u>Lincoln High School</u>	<u>1800 J St Lincoln, NE 68510</u>	<u>4</u>	<u>Diploma</u>	<u>General</u>
College	<u>Southeast Com. College</u>	<u>8800 O St Lincoln, NE 68510</u>	<u>3</u>	<u>No</u>	<u>Heating & Air Conditioning</u>
Other					

SKILLS AND QUALIFICATIONS:

Extensive experience in cleaning and determining area needs to create safe environments.
Proven ability to learn quickly. Four years experience in customer service.
Ability to prepare written reports.

EMPLOYMENT HISTORY: Please provide the following information for your past and current employers, assignments, and volunteer activities, starting with the most recent.

	Dates Employed	Work Performed
Employer Hillside Retirement Center	From Jan. 2011	Mow grounds, keep driveways
Address 82041 Atlantic Rd Omaha NE	To current	clean. Maintain safety in lots,
Phone Number(s) (402) 498-0429	Hourly Rate or Salary	log and record planting
Job Title Maintenance	Starting \$8.50	schedule.
Supervisor Dwayne Lewis	Ending \$9.00	
Reason for Leaving Currently still employed		

	Dates Employed	Work Performed
Employer Lawn Sharks	From May 2009	Mowed and trimmed multiple
Address 218 E. Hwy 2 Lincoln NE	To Dec. 2010	lawns daily. Kept track of
Phone Number(s) (402) 476-1111	Hourly Rate or Salary	hours worked.
Job Title Lawn Maintenance	Starting \$7.75	
Supervisor Carla Stephens	Ending \$8.00	
Reason for Leaving Relocated to Omaha		

	Dates Employed	Work Performed
Employer Sears	From June 2006	Assisted customers in retail
Address 6241 Gateway St Lincoln NE	To April 2009	sales. ran cash register.
Phone Number(s) (402) 488-1212	Hourly Rate or Salary	Stocked and organized
Job Title Cashier	Starting \$6.85	department daily.
Supervisor Dan Brock	Ending \$7.20	
Reason for Leaving Education		

REFERENCES Other than friends or relatives, i.e. business associates.

Name	Address City, State & Zip	Phone	Occupation	Years Known
Mark Abbott	2419 E. 4th Lincoln NE 68512	(c) 402-491-1241	Banker	8
Harrison Davis	824 Blondo St Omaha NE 68101	(h) 402-479-4444	Teacher	5
Mindy Dalby	2477 Melrose Lincoln NE 68506	(h) 402-261-4116	Retail	8
Josh Crawford	3229 Sewell St Gretna, NE 68941	(c) 402-870-4427	Production	2

By signing this application, I declare the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on this application may preclude an offer of employment or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time of misrepresentation or omission is discovered.

Michael L. Carson
Applicant's Signature

September 30, 2014
Today's Date

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, and will not permit discrimination on the basis of race, color, sex, age, national origin, ancestry, religion, citizenship, veteran status, marital status, sexual orientation or disability. Employment related decisions, such as hiring, promotion, training, and discipline will be made for legitimate business reasons based upon qualifications and other non-discriminatory factors. We further comply with all federal, state, and local laws, rules and regulations pertaining to equal employment opportunity.

PLEASE PRINT

Today's Date: 9/30/2014

Position(s) Applied for: Housekeeping

Desired Salary: \$10.00 per hour

Last Name: Thorn

First: Margaret

Middle: J

Address: 22 North 5th

Email Address:

City: Louisville

State: NE

ZIP Code: 68542

Telephone: (402) 896-4207

Social Security Number:

Do you have a legal right to work in the US? ☒ Yes ☐ No

Have you been convicted of a crime other than a minor traffic violation? ☐ Yes ☐ No

If yes, please explain:

Are you willing to work? Mark all that apply.

☐ Full-time (40 or more hours each week)

☐ Temporary

☐ Evenings

☐ Overnights

☒ Part-time (Less than 40 hours each week)

☐ Weekends

☐ Holidays

☐ Days

What date are you available to start?

Mark the days and hours of availability:

Day	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
From	<u>9:30</u>	<u>9:30</u>	<u>9:30</u>	<u>9:30</u>	<u>9:30</u>		
To	<u>3:30</u>	<u>3:30</u>	<u>3:30</u>	<u>3:30</u>	<u>3:30</u>		

Do you have any physical limitations that would prohibit you from performing any of the job functions with or without reasonable accommodations of the position(s) for which you are applying? ☒ Yes ☐ No

If yes, please specify: Back Injury in 2009

Do you have any other names by which your records would be found?

EDUCATIONAL BACKGROUND:

	School Name	Location	# of Years Completed	Degree/Diploma	Area of Study
High School	<u>Louisville High School</u>	<u>Louisville</u>	<u>4</u>	<u>1984</u>	<u>General</u>
College					
Other					

SKILLS AND QUALIFICATIONS:

I get along good with others and am a hard worker

EMPLOYMENT HISTORY: Please provide the following information for your past and current employers, assignments, and volunteer activities, starting with the most recent.

		Dates Employed	Work Performed
Employer	Gretna Schools	From 9-2011	cleaned inside rooms and parking lots
Address	Gretna	To 10-2012	
Phone Number(s)	402-564-9908	Hourly Rate or Salary	
Job Title	Housekeeper	Starting \$8.75	
Supervisor	Bill	Ending \$9.25	
Reason for Leaving		couldn't do the work	

		Dates Employed	Work Performed
Employer	Big Inn	From 2-2008	Cleaned rooms, on-call, had to manage desk when boss was on vacation
Address	Greenwood	To 12-2010	
Phone Number(s)	402-9604-2121	Hourly Rate or Salary	
Job Title	Housekeeper	Starting \$7.00	
Supervisor	Mel Harris	Ending \$ 8.10	
Reason for Leaving		Cared for family	

		Dates Employed	Work Performed
Employer	Dairy Queen	From 12-2002	worked front counter, made food
Address	Louisville	To 4-2008	
Phone Number(s)	846-6214	Hourly Rate or Salary	
Job Title	?-Did it all	Starting \$	
Supervisor	Can't remember	Ending \$	
Reason for Leaving		quit-got a better full time job	

REFERENCES Other than friends or relatives, i.e. business associates.

Name	Address City, State & Zip	Phone	Occupation	Years Known
Harold Jackson	8642 Knot St	402-944-2100	Business	8
Jean Jackson	" "	" "	mom	8

By signing this application, I declare the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on this application may preclude an offer of employment or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time of misrepresentation or omission is discovered.

Margaret Thorn
Applicant's Signature

9/30/2014
Today's Date

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, and will not permit discrimination on the basis of race, color, sex, age, national origin, ancestry, religion, citizenship, veteran status, marital status, sexual orientation or disability. Employment related decisions, such as hiring, promotion, training, and discipline will be made for legitimate business reasons based upon qualifications and other non-discriminatory factors. We further comply with all federal, state, and local laws, rules and regulations pertaining to equal employment opportunity.

PLEASE PRINT

Today's Date: _____

Position(s) Applied for: anything

Desired Salary: _____

Last Name: Monroe

First: Jerry

Middle: _____

Address: 288 1522 N 9th

Email Address: _____

City: Kearney

State: NE

ZIP Code: 68845

Telephone: 222-6219

Social Security Number: _____

Do you have a legal right to work in the US? ☐ Yes ☐ No

Have you been convicted of a crime other than a minor traffic violation? ☐ Yes ☐ No

If yes, please explain: _____

Are you willing to work? Mark all that apply.

☒ Full-time (40 or more hours each week)
☐ Part-time (Less than 40 hours each week)

☐ Temporary
☐ Weekends

☐ Evenings
☐ Holidays

☐ Overnights
☐ Days

What date are you available to start? _____

Mark the days and hours of availability:

Day	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
From	9	8	9:00	9:00	9:00		
To	4:30	2:00	4:00	4:00	12:30		

Do you have any physical limitations that would prohibit you from performing any of the job functions with or without reasonable accommodations of the position(s) for which you are applying? ☐ Yes ☐ No

If yes, please specify: _____

Do you have any other names by which your records would be found? _____

EDUCATIONAL BACKGROUND:

	School Name	Location	# of Years Completed	Degree/Diploma	Area of Study
High School	East High	KS	3		
College					
Other					

SKILLS AND QUALIFICATIONS:

EMPLOYMENT HISTORY: Please provide the following information for your past and current employers, assignments, and volunteer activities, starting with the most recent.

		Dates Employed	Work Performed
Employer	Yellow Van	From 6-12	clean office
Address	Omaha	To 10/12	drive to job sites
Phone Number(s)	Hourly Rate or Salary		
Job Title	Joe cleaner	Starting \$ 8.50	
Supervisor	Joe	Ending \$ 8.50	
Reason for Leaving	didn't like job		8.75

		Dates Employed	Work Performed
Employer	Sunrise Middle School	From 8/2009	clean, fix things
Address	Summerville KS	To May, 12	mow, change light bulbs
Phone Number(s)	Hourly Rate or Salary		
Job Title	Clerk	Starting \$ 9.30	
Supervisor		Ending \$ 10.00	
Reason for Leaving	quit		

		Dates Employed	Work Performed
Employer	Walmart	From 2007	push carts
Address	Summerville KS	To 7-2009	
Phone Number(s)	Hourly Rate or Salary		
Job Title	cart pusher.	Starting \$ 6.00	
Supervisor	Lana L	Ending \$	
Reason for Leaving	new job		

REFERENCES Other than friends or relatives, i.e. business associates.

Name	Address City, State & Zip	Phone	Occupation	Years Known
Sam Luthor	134 N 2nd	?	cashier	3
Arnold Green	122 584 Dover	626-2189	retired	5

By signing this application, I declare the information provided by me is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on this application may preclude an offer of employment or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time of misrepresentation or omission is discovered.

Applicant's Signature

Today's Date

Filling Out Your Resume

References

A lot of people want to write "References available upon request" on their resume; however, it is not necessary. It is understood that if an employer wants your references, they will ask for them. But if you do include a reference page, make it a separate page. It should include:

- The same heading as your resume
- The names of your references, job titles, companies they work for, daytime telephone numbers, email address, and the address of employment if at all possible

References Tips:

- Make sure you contact all of your references to get permission to use them (do not use friends or relatives)
- All references should have positive things to say about you. If you are not sure whether someone will give a good reference, do not use them!
- Give a copy of your resume/work history to your references so they can reinforce the information you present to the employer
- If you are supposed to give professional references, choose past supervisors or co-workers (not an HR representative)

EXAMPLE OF A REFERENCE PAGE

JENNIFER C. HELM

4223 Linoma Dr. • Omaha, NE 68154 • 402.555.5555 • jchelm@hotmail.com

REFERENCES

Dede Conrad, Office Manager
Sitel Corporation
8989 W. Dodge Street
Omaha, NE 68111
(402) 555-1515
dedec@sitel.com

Shane Matthews, Insurance Agent Representative
Concord Insurance Services, Inc.
13623 Center Street
Omaha, NE 68131
(402) 555-1212
shane.matthews@concordins.com

Charlie Stevens, District Supervisor
Concord Insurance Services, Inc.
13623 Center Street
Omaha, NE 68131
(402) 555-1219
charles.stevens@concordins.com

JENNIFER C. HELM

4223 Linoma Dr. • Omaha, NE 68154 • 402.555.5555 • jchelm@hotmail.com

SUMMARY OF QUALIFICATIONS

- Ten years of experience in the sales and customer service industry
- Proficient in MS Office and basic computer programs, type 45 WP
- Exceeded individual sales quota for the past three years
- Strong communication and interpersonal skills
- Supervised four employees

PROFESSIONAL EXPERIENCE

Insurance Agent Telemarketer

Concord Insurance Services, Inc. – Omaha, NE

5/2008 – Present

- Sold various automotive insurances to clients over the phone
- Work with major insurance companies throughout the Midwest area
- Received various awards for meeting and exceeding sales quotas
- Design helpful aides to locate codes in order to minimize lookup time

Customer Service Representative

Marriott Reservations – Omaha, NE

1/2002 – 5/2008

- Explained reservation options to guests over the phone
- Input reservation information into company computer system
- Assisted customers with complaint resolution

Verification Clerk

West Corporation – Omaha, NE

1/2000 – 1/2002

- Verified telephone sales by listening to representatives' sales tapes
- Entered alpha numeric reports into the company system
- Received "Outstanding Achievement" award three years in a row

EDUCATION

Bachelor of Art- Psychology

University of Nebraska at Omaha – Omaha, NE

- Magna Cum Laude
- Dean's Honor Roll

CERTIFICATION

- Certified Nursing Assistant
- Certificate from Caregiver Support Services
- Certified in Basic Life Support and CPR

VOLUNTEER

- Habitat of Humanity
- Children's Hospital

FIRST M. LAST

Street Address • City, State ZIP Code • Phone • E-mail Address

SUMMARY OF QUALIFICATIONS

- Look at the job requirements and include them in your bullet points.
-
-
-

PROFESSIONAL EXPERIENCE

Job Title

Employer – City, State

-
-
-

Months/Years of Employment

Job Title

Employer – City, State

-
-
-

Months/Years of Employment

Job Title

Employer – City, State

-
-
-

Months/Years of Employment

EDUCATION (If Applicable)

Type of degree and field

Name of College or School– City, State

- List other honors if possible

CERTIFICATION

-
-
-

VOLUNTEER (If Applicable)

- Place worked or position held
-

SAMPLE OF A COVER LETTER

John A. Smith

701 South Grove, P.O. Box 649, Smalltown, NE 68600
Phone: 402-222-3327
jasmith@yahoo.com

Jane Doe/Human Resources
XYZ Company
Columbus, NE 68601

September 1, 2014

Good Day,

Please accept my resume for your consideration regarding the loader/utility position that was advertised in the Columbus Telegram.

I have extensive experience in the construction field including: concrete, steel, framework, finish and other types of general construction. I am capable of operating a variety of equipment such as loaders, backhoes, skids, forklifts and because of my farming background a vast knowledge of agricultural equipment. I enjoy physical work that results in visible accomplishments at the end of the day.

Thank you for your time and consideration. I look forward to meeting with you to further discuss my qualifications and your hiring needs. I can be reached at 402-222-3327 at your convenience.

Sincerely,

John Smith

Cover Letter Checklist

- ☐ The letter is addressed to a specific person
- ☐ I included the person's correct title
- ☐ I spelled the person's name correctly
- ☐ I double-checked the company's address
- ☐ My letter is less than one page
- ☐ Each paragraph contains no more than two or three sentences
- ☐ I highlighted my strengths
- ☐ I focused on the needs of the employer and the job description of the position I am seeking
- ☐ I included my current phone number
- ☐ I included different information than was listed in the application
- ☐ I proofread my letter at least twice for grammar, spelling, and typing errors
- ☐ I included my resume behind the cover letter without **clips or staples**
- ☐ The company name and address on the letter match those on the envelope
- ☐ I signed the letter in blue or black ink

COVER LETTER TEMPLATE

FIRST M. LAST

Street Address • City, State ZIP Code • Phone • E-mail Address

Name
Department
Business name
Street address
City, State and zip

Date

Dear (name an individual if applicable) _____,

Include the name of the position and how you heard about it

Summarize your strengths and how they will be an advantage to the organization. Relate your skills to the job-required skills.

Close up the letter by repeating your interest in the job, thank the employer, and state you look forward to hearing from them.

Sincerely,

Your Signature
Your name

Successful Interviewing

Prepare for the Interview

Do your research about the company

- Type of industry, years in business, etc.
- Know the company's mission, vision, and goals

Find out about the job

- Review job description if possible
- Have questions ready for the interview
- Be ready to describe how you are an asset

Last Minute Checklist

Good Personal Hygiene

- ☐ Get a good night's sleep
- ☐ Take a shower
- ☐ Shave
- ☐ Brush your teeth
- ☐ Use deodorant
- ☐ Comb your hair
- ☐ Clean and trim your nails

Appropriate dress

- ☐ Wear the proper clothes, shoes and accessories
- ☐ Wear conservative colors
- ☐ No slogans, advertising, or religious symbols on clothing
- ☐ Eliminate excessive jewelry and make-up
- ☐ Eliminate perfumes or colognes
- ☐ Avoid the odor of cigarette/cigar smoke
- ☐ Cover tattoos and remove piercings as appropriate

Arrival

- ☐ Bring two forms of current ID (one must be a picture ID), your social security card, and bank account information
- ☐ Bring money for gas, parking, and public transportation

- ☐ Be prepared with your resume, a notebook, and a pen
- ☐ Plan to arrive 10 minutes before the interview begins
- ☐ Shut cell phone off
- ☐ Be courteous,
- ☐ If you are going to be late call the manager ahead of time and see if you could reschedule

In the Interview

- Stay positive
- Try to avoid nervous phrases, such as "uh," "um," and "you know"
- Silence is okay, it is ok to take a moment to think
- Do not ramble - keep to the point and know when to end your answer
- Let the interviewer lead the interview
- Do not interrupt
- Keep conversation job related
- Answer all the questions to the best of your ability



Two Types of Interview Questions

1. Traditional

- "Tell me about yourself."
- "What is your greatest weakness?"
- "Why do you want to work here?"

You should prepare for these questions and have examples ready. Practice your answers ahead of time.

2. Behavioral

- These questions are to evaluate your past to see if you "fit" the job.
- The questions are looking at attitudes, work habits and skills.
- They may start with "Tell me about a time.."
- Be ready with specific examples, such as, "When I was a __ at __"
- The key to your response is the action taken.

Frequently Asked Interview Questions

- Tell me about yourself.
- What is your greatest strength?
- What is your greatest weakness?
- What would you like to be doing in five years?
- Why did you leave your last job?
- Why do you want to work for this company?
- How do you handle stress?
- Tell me about a time you had to deal with conflict at the workplace.
- Tell me about a time when you were on a team.
- Tell me a time when you had a deadline.
- Tell me how you prioritize.

Disability Accommodations

- Discuss your personal situation with your placement specialist.
- Be prepared to discuss visible disabilities with an employer
- *Do you require accommodations* should only be asked by the employer after accepting a job offer
- An employer is only obligated to make reasonable accommodations if you disclose

The "Pay" Question

- Do your research
- Ask for what you *deserve* and explain why
- If possible, do not give a number
- Consider benefits, people, environment, etc

STAR Technique

When giving an example of something, make sure to tell the whole story by using the **STAR** Technique:

Situation or Task - set up the situation by giving the example itself

Action taken - what you did do about the problem or what actions you took

Results - what happened because of your actions

Tell About Yourself

Example:

I am an energetic person who enjoys talking with people. I have four years of experience in the customer service industry, and I am able to assist anyone who calls in. I look forward to teaching others what I've learned so your customers can continue to be satisfied when they call for help.

Fill in the blanks:

I am a ____ (1) ____ person who enjoys talking with people.

I have ____ (2) ____ years experience in ____ (3) ____ and am able to ____ (4) ____.

I look forward to ____ (5) ____.

1. Adjective (a word that describes your personality): _____

2. How many years of experience: _____

3. What industry or area do you work in? _____

4. List a strength that has to do with the job your are applying for _____

5. What your job goal or career objective is - what can you do for their company?

Take your answers from above and form a short paragraph:

What is your greatest strength?

Example:

My greatest strength is (1) my ability to calm down customers who are upset. (2) While working at the Verizon call center, a woman called about her phone service; she was not happy with it and was yelling at me. (3) I let her know I understood her frustrations, repeated her complaints, and what we could do to help her. (4) When she realized I was on her side, she was able to calm down and we were able to talk through how to resolve the issue with her service.

Fill in the blanks:

(1) What is your greatest strength? Pick ONE that will show why your are a good fit for the job.

Give an example of how you use this strength. .

(2) What was the situation?

(3) What did you do about it (how did you use your strength)?

(4) What was the result?

Your answer - take the answers from above and form a short paragraph:

What is your greatest weakness?

Example:

(1) My greatest weakness is my lack of computer skills. (2). I have been practicing at the library, though, and my basic computer skills are much better than they were a year ago. (3) I now know how to search the internet, send emails, and create spreadsheets.

Fill in the blanks:

(1) What is your greatest weakness? Pick ONE that is job-related, but not essential to the job your are applying for.

(2) How have you gone about overcoming this, or not letting it get in the way of being successful on the job?

(3) In what ways has this helped you?

Your answer - take the answers from above and form a short paragraph:

Closing the Interview

Questions for the Employer

This is your chance to ask more about the job, company and work culture. Asking about salary, perks, or benefits should wait until a job offer or second interview.

- Can you tell me what a typical day is like?
- What does the ideal applicant look like?
- When can I expect to hear from you?
- What is your management style?
- What do you like about working here?
- Can you show me where I'd be working?

One of the last interview questions an employer will ask is **“Do you have any questions?”** The employer asks this as a common courtesy and as one more test of the job seeker. You will do well with this question by simply having three to five questions ready. If you don't trust your memory or thought processes in this pressure filled situation, you may write down a couple fairly generic questions beforehand and take them with you to the interview.

Interview Wrap-up

1. **Thank the interviewer** by name and shake his/her hand. While shaking hands, say “Thank you (Mr. or Mrs. or Ms. Whomever) for your time today.”
2. **Express interest.** Tell them you are interested in the position or organization (or both), whichever makes sense. For example: “The position we discussed today is just what I have been looking for, and I'm very impressed by your organization, too.”
3. **Ask when can you expect to hear from them?**
4. **Ask for a business card.**
5. **Be persistent.** It may take up to six contacts to get a job offer.

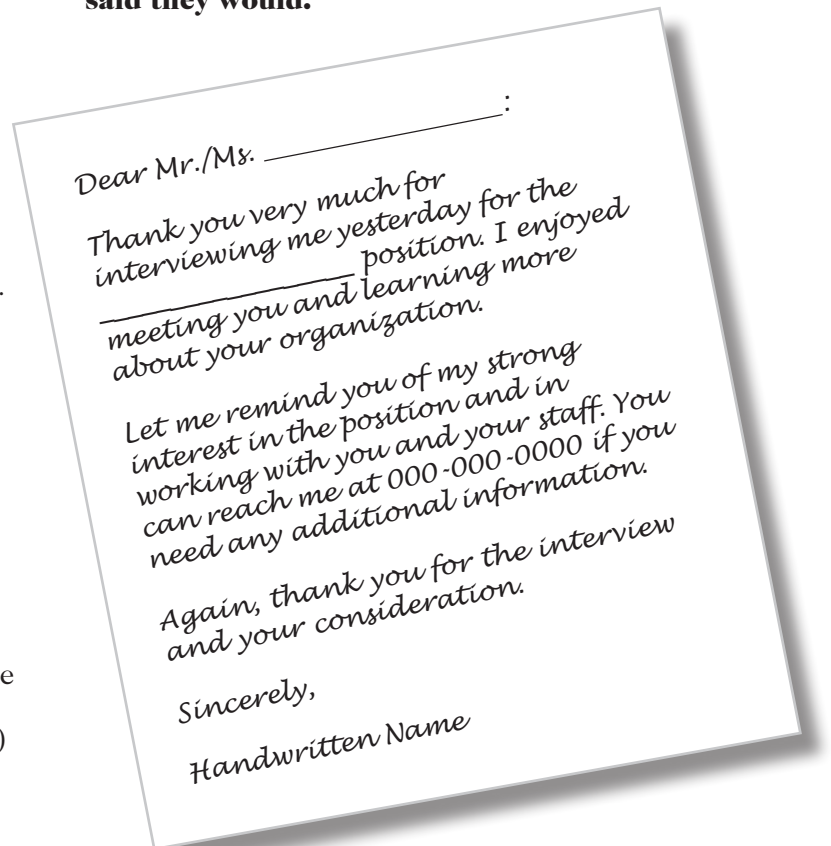
After the Interview

Evaluate yourself

- What went well?
- What can you improve?
- How can you better prepare for the next interview?

Send a sincere, handwritten thank you note.

Follow up with the employer by phone if they do not respond to you by the time they said they would.



A Second Interview

When employers are interviewing several people for a position, they sometimes ask the strongest candidates to come back for a second interview. This is a very good sign. It means that you are a contender.

The second interview will focus on your skills, ability to solve problems, and your ability to get along with the other people in the department.

Action Words

Communication/ People Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contracted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred

Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Creative Skills

Acted
Adapted
Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Data Skills/ Financial Skills

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

Helping Skills

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Educated
Encouraged

Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Management/ Leadership Skills

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved

Incorporated
Increased
Initiated
Instituted
Led
Managed
Merged
Motivated
Navigated
Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated

Organizational Skills

Approved
Arranged
Catalogued
Categorized
Charter
Classified
Coded
Collected
Compiled
Corrected
Corresponded
Distributed
Filed
Generated
Incorporated
Inspected
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided

Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Research Skills

Analyzed
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Explored
Extracted
Formulated
Gathered
Inspected
Interviewed
Investigated
Located
Measured
Organized
Researched
Reviewed
Solved
Summarized
Surveyed
Systematized
Tested

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated

Critiqued
Developed
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Descriptive Resume Statements

You can use any of these statements that apply to you when writing your resume. Change them to fit your skills and qualifications or create new statements.

Remember: You do not need to put a period at the end of the statements because they are not complete sentences.

Statements should be in past tense unless you are referring to a job that you are currently performing.

Assembly Skills:

- Worked in assembly and production of (wood, metal, plastic) products
- Demonstrated good manual and finger dexterity at a rapid continuous rate
- Experienced in inspecting and sorting on an assembly line
- Assembled computers and external drives in bulk quantities

Building Trades Skills:

- Experienced in operating various power tools including the drill press, radial arm saw, skill saw, electric hand drill, and circular saw
- Responsible for the remodeling and repairing of several houses while working with wood, metal, cement, and insulation
- Operated a variety of air tools including nail and staple guns, drills, and drivers

Care Giving Skills:

(Also see "Nursing Skills")

- Experienced personal care attendant for the elderly and physically disabled
- Demonstrated a high degree of patience, reliability, and sensitivity to others
- Gained valuable experience caring for children

Clerical Skills:

(Also see "Record Keeping Skills")

- Experienced in basic account/record keeping
- Typed at _____ words per minute
- Operated various office equipment including multi-line phone, copy machine, Dictaphone, postage meter, and fax machine
- Sorted, filed, and delivered mail to appropriate departments
- Performed general clerical work including typing, filing, and record keeping
- Filed materials using numerical, alphabetical, and chronological filing systems

Coaching Skills:

- Trained in all aspects of coaching _____
- Experienced in coaching at the high school and collegiate level
- Proven ability to enforce team standards
- Coached teams to six league championships

Communication Skills:

- Demonstrated ability to use persuasive sales techniques
- Performed and entertained before live audiences
- Proven ability to serve customers and establish a positive rapport
- Demonstrated ability to create effective ideas and slogans
- Successfully answered complaints over the phone and in person

Computer Skills:

- Trained in MS Office, Windows Vista, Windows 7 and Mac OS X
- Ability to program in Java, HTML, and C++
- Input numeric data into company database
- Designed, tested, and implemented programs to _____

Counseling Skills:

- Conducted group, individual, and family approach counseling
- Performed crisis intervention counseling for troubled teens

- Referred clients to appropriate resources within the community
- Developed individualized client goal plans

Creative Designing Skills:

- Designed, coordinated, and constructed numerous handcrafted items
- Demonstrated creativity in areas such as drawing, painting, knitting, crocheting, woodworking, and other crafts

Custodial Skills:

- Responsible for cleaning and general maintenance of bathrooms, hallways, and offices
- Operated a floor scrubber, buffer, and industrial waxing machine
- Performed grounds keeping and cleanup for twelve office buildings
- Emptied trash and sorted recyclables on a daily basis
- Mopped and waxed floors with industrial machines

Farming Skills:

- Operated and maintained farm machinery
- Performed regular duties of a large-scale farm operation including planting and harvesting crops and caring for cattle
- Oversaw a crew of ten workers for planting season

Food Service Skills:

- Prepared food in large quantities following recipes and menu plans
- Experienced washing dishes and doing general cleaning of food preparation areas
- Served food to residents in a timely manner

General Work Skills:

- Possess a valid driver's license and clean driving record
- Possess a valid chauffeur's license
- Experienced in driving, loading, and unloading trucks
- Experienced in surveying lots and roads

Housekeeping Skills:

- Experienced in performing all aspects of housekeeping including vacuuming, dusting, cleaning, mopping, waxing floors, and making beds
- Demonstrated reliability and punctuality on the job
- Followed detailed instructions for housecleaning

Leadership Skills:

- Responsible for conducting meetings and coordinating committees
- Gained knowledge of various speech, advertising, assertiveness, and sales techniques
- Experienced as lead foreman for a major construction company
- Established _____ (club/organization/etc.)
- Co-founded _____ (club/organization/etc.)

Machine Operation Skills:

- Drove and operated heavy equipment including forklifts, backhoes, caterpillars, and dump trucks
- Operated remote controlled overhead crane hoists to move large items
- Operated a _____ on the production line to make _____
- Monitored machines for maintenance and wrote up reports on malfunctioning machines

Maintenance Skills:

- Sandblasted old engine parts
- Responsible for all minor and major building repairs
- Performed minor electric and plumbing repairs
- Welded small engine parts

Management Skills:

- Gained knowledge of management techniques including leadership styles, problem solving, and human relations development

- Trained in communication skills between employees and management teams
- Successfully managed a small business of 15 employees

Mechanical Skills:

- Worked with hydraulic fluids and air systems
- Experienced in machine repair and other related equipment
- Experienced in general maintenance of cars, trucks, and farm machinery

Nursing Skills:

- Coordinated patients' treatment in multi-disciplinary and team approaches
- Certified as a (Registered Nurse, Licensed Practical Nurse, or Nursing Assistant)
- Responsible for daily care of patients including bathing, dressing, and feeding
- Charted patients' daily progress and special needs
- Supervised and assisted residents with daily activities
- Responsible for taking patients' blood pressure, temperatures, and assisting with physical exercises

Organizational & Planning Skills:

- Demonstrated good organization and time management skills
- Designed and implemented a personalized filing system
- Organized fund raising activities
- Participated in various community service activities

Personality Characteristics:

- Worked well under pressure while achieving team goals
- Demonstrated ability to learn new things quickly
- Displayed a capability to work independently or in a team setting
- Demonstrated outgoing and enthusiastic personality

Problem Solving Skills:

- Experienced in answering customer complaints and problem solving
- Delegated employee duties when workers were unsure of their individual tasks

Production Skills:

- Worked on a production line making _____
- Experienced in a variety of food production duties including cutting, packaging, cleaning, and sterilizing equipment
- Performed quality inspections and completed daily production records
- Ability to read blueprints or schematics and process work orders
- Maintained safety and cleanliness of work area

Repair Technician Skills:

- Experienced in basic troubleshooting for computers and computer hardware
- Experienced in using a variety of test equipment including oscilloscopes, multimeters, and probes
- Gained familiarity with schematics and flow charts
- Trained and experienced in the maintenance and repair of electronic equipment

Record Keeping Skills:

- Experienced receiving and writing up purchase orders
- Responsible for billing and collecting payments
- Performed inventory and general shipping and receiving duties in the _____ (department)
- Kept up-to-date records of business inventory for all purchasing departments

Sales Skills:

- Assisted customers with the purchasing of merchandise
- Worked as a cashier in a (grocery/retail etc.) store
- Experienced in wholesale sales in the _____ area

- Serviced established accounts in a _____ business
- Responsible for developing and maintaining sales routes
- Set up product displays for promotional purposes
- Conducted telephone soliciting which included scheduling appointments
- Planned and performed product demonstrations with vendors

Teaching Skills:

- Certified to teach grades _____
- Lectured and delivered _____ education to schools and community action groups
- Developed curriculum and daily lesson plans
- Planned, organized, and supervised recreational activities for _____
- Trained in a variety of teaching techniques required to meet the different learning modes of each individual
- Experienced in 1:1 and small group tutoring
- Experienced as a group trainer

Writing Skills:

- Responsible for writing reports for company updates and correspondence
- Developed strong written communication skills and have prepared discharge summaries
- Published materials in three business articles



Where your future begins

Nebraska VR

Nebraska Department of Education
www.vr.nebraska.gov